

10 Authorized Organizational Representative (AOR) Functions

The Authorized Organizational Representatives (AOR) Functions section in Research Administration allows the AORs to view and electronically sign the following documents:

- Proposals/Supplements
- PI Transfers
- Add/Change Co-PI
- SubAwards
- Cost Sharing Notifications
- File Updates
- Revised Budgets

This feature is available to the users who have the Authorized Organizational Representative permissions.

The *Authorized Organizational Representatives Functions* main page (Figure 1) appears when the Authorized Organizational Representatives Functions link is clicked on from the Research Administration Main Page. This page provides the necessary means to view and select certain documents for signing. Documents are listed by:

- Document Type
- Proposal Award Number
- Principal investigator
- Title
- Submission Date.

Complete the following steps for AOR Functions:

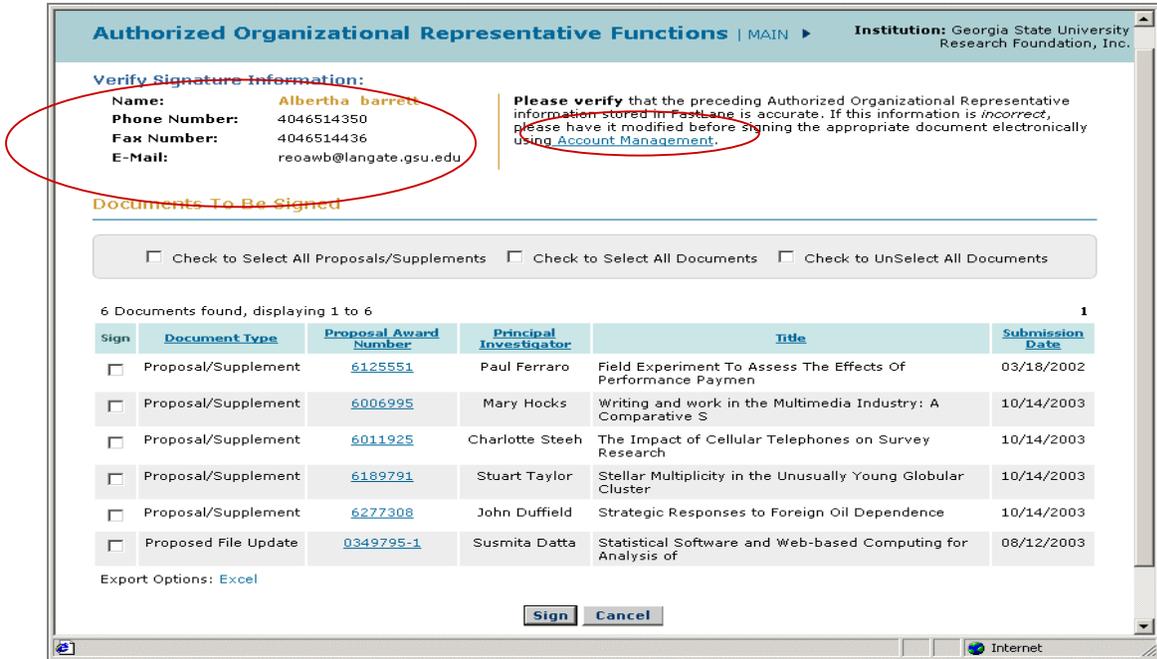


Figure 1. AOR Functions Main screen

1. Signature information for verification is shown (large circle in Figure 1). Verify to ensure it is accurate.
2. Select the *Account Management* link (small circle in Figure 1) if you need to make any changes to the signature information.
3. Each Document can be individually selected by clicking on the Sign check box (small circle in Figure 2) next to the specific Proposal Award Number.
4. Multi-select features (large circle in Figure 2) mark the documents by category:
 - Check to Select All Proposal/Supplements
 - Check to Select All Documents,
 - Check to Unselect All Documents.
5. Click on **Sign** to continue with the signature process for selected documents.

Or

Click **Cancel** to return to the AOR Functions Main Screen (Figure 1).

Authorized Organizational Representative Functions | MAIN ▶
Institution: Georgia State University
Research Foundation, Inc.

Verify Signature Information:

Name:	Albertha barrett	<p>Please verify that the preceding Authorized Organizational Representative information stored in FastLane is accurate. If this information is <i>incorrect</i>, please have it modified before signing the appropriate document electronically using Account Management.</p>
Phone Number:	4046514350	
Fax Number:	4046514436	
E-Mail:	reoawb@langate.gsu.edu	

Documents To Be Signed

Check to Select All Proposals/Supplements
 Check to Select All Documents
 Check to UnSelect All Documents

6 Documents found, displaying 1 to 6 1

Sign	Document Type	Proposal Award Number	Principal Investigator	Title	Submission Date
<input type="checkbox"/>	Proposal/Supplement	6125551	Paul Ferraro	Field Experiment To Assess The Effects Of Performance Paymen	03/18/2002
<input type="checkbox"/>	Proposal/Supplement	6006995	Mary Hocks	Writing and work in the Multimedia Industry: A Comparative S	10/14/2003
<input type="checkbox"/>	Proposal/Supplement	6011925	Charlotte Steeh	The Impact of Cellular Telephones on Survey Research	10/14/2003
<input type="checkbox"/>	Proposal/Supplement	6189791	Stuart Taylor	Stellar Multiplicity in the Unusually Young Globular Cluster	10/14/2003
<input type="checkbox"/>	Proposal/Supplement	6277308	John Duffield	Strategic Responses to Foreign Oil Dependence	10/14/2003
<input type="checkbox"/>	Proposed File Update	0349795-1	Susmita Datta	Statistical Software and Web-based Computing for Analysis of	08/12/2003

Export Options: [Excel](#)

Figure 2. Documents to Be Signed View

The *View Proposal* page (Figure 3) will appear when you click on the corresponding Proposal Award Number of a Proposal/Supplement document type. Complete the following steps:

1. Click on the corresponding “GO” button to view the individual aspects of the proposal.
2. Click **Go Back** to return to Figure 2.

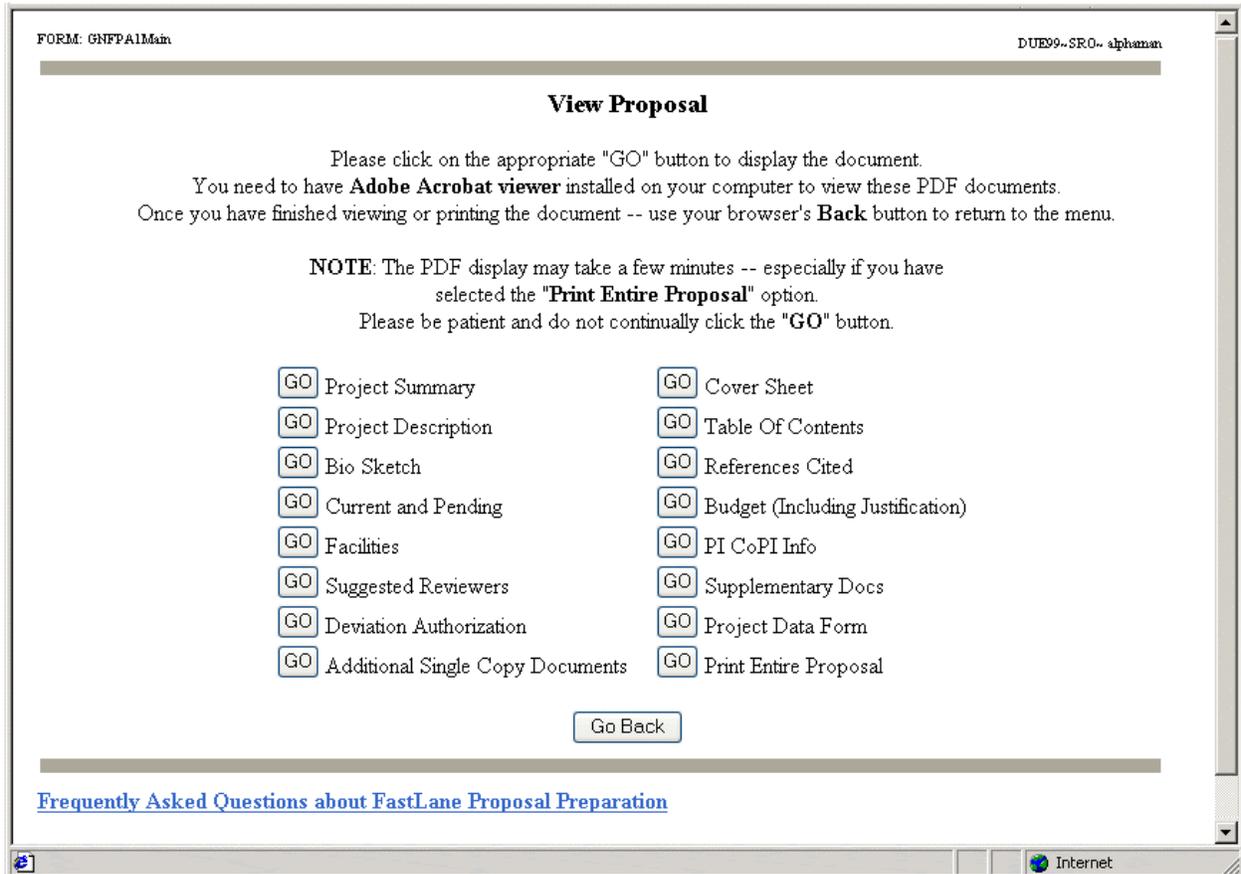


Figure 3.View Submitted Proposal

Signature Certification Page

Once **Sign** is selected for a particular document the Signature Certification appears (Figure 4). The certification language displayed to the user depends upon the type of the document that is selected for the signature. The certification language for the proposal/supplement documents contains the following sections:

- Certification for Authorized Organizational Representative or Individual Applicant
- Drug Free Work Place Certification
- Debarment and Suspension Certification
- Certification for Contracts, Grants, Loans, and Cooperative Agreements



Figure 4. Signature Certification Page

Complete the following steps:

1. In the Debarment and Suspension Certification section of the Signature Certification page (Figure 5), the organization or its principals must state if they are presently debarred, suspended, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency.
2. Click on the adjacent radio button next to Yes or No (circled in Figure 5).
3. If the answer is Yes, a text box is provided for an explanation.

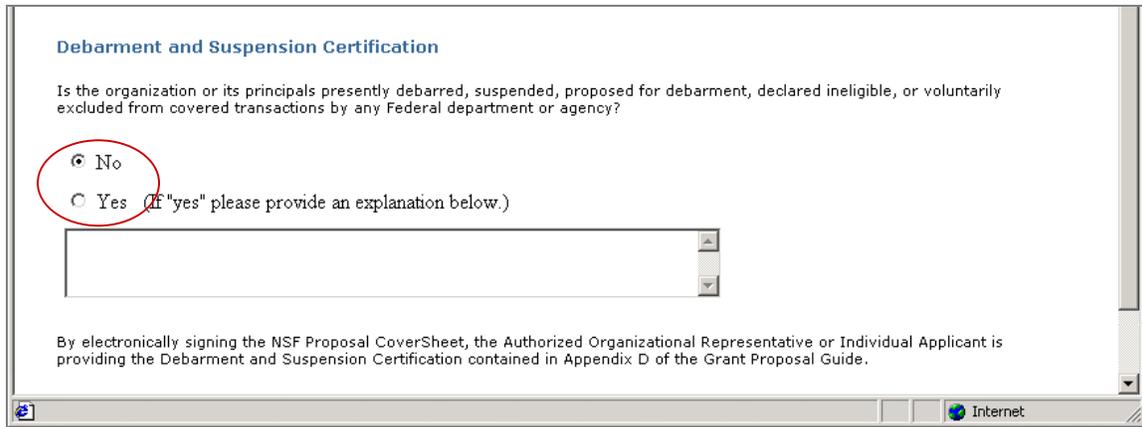


Figure 5. Debarment and Suspension Certification text box

4. At the bottom of the Signature Certification page (Figure 6), click **Sign** to confirm acceptance of the conditions

Or

Click **Cancel** (circled in Figure 6). Clicking **Cancel** returns you to Figure 2.

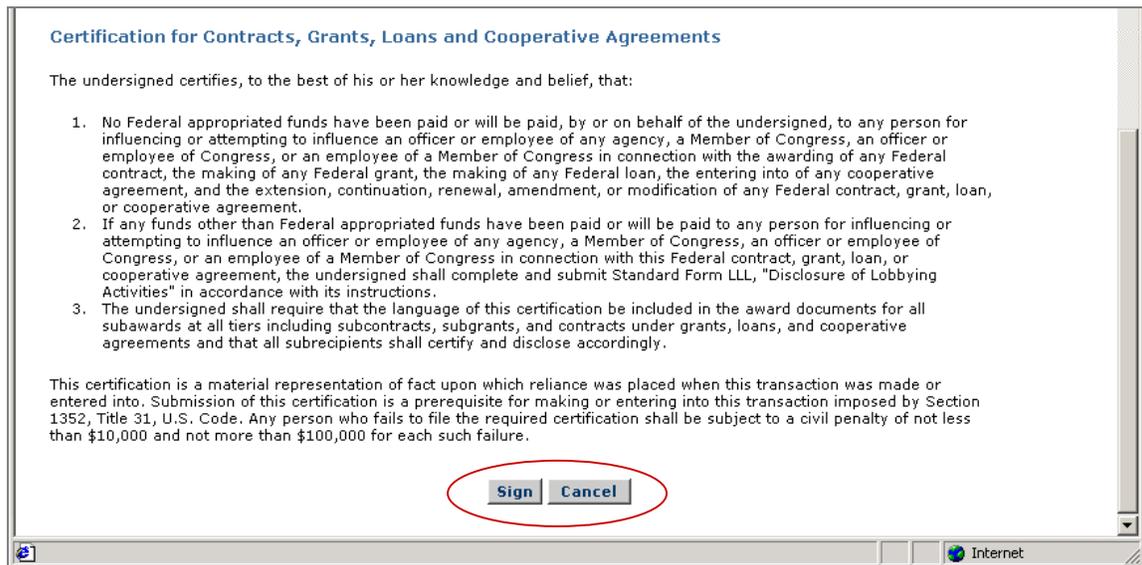


Figure 6. Sign Contract section

5. The user must still certify and sign a document even if it is not listed as a Proposal/Supplement document type (Figure 7 shows an Addition of Sub Award Request document type). The AOR must certify that the statements are true to the best of his/her knowledge, and that they agree to accept the obligation to comply with the NSF award terms and conditions if the request is granted.
6. Click **Sign** to confirm acceptance of the conditions

Or

Click **Cancel**. Clicking **Cancel** returns you to Figure 6.



Figure 7. Electronic Signature Notice